

Below guidelines refer to the event facilities located in the Embassy building, the Bergman Exhibition Hall, the Alfred Nobel Auditorium and the Ambassador's Residence.

Who can rent?

The Embassy facilities should be used to promote Sweden and Swedish interests. The main focus of an event should be a product/service/cultural expression with a distinct Swedish identity, or issues/themes supporting the Embassy's public diplomacy efforts.

Availability

The Embassy facilities are available for use weekdays between 08.30 and 21.00, except for days when the Embassy is closed. Please allow time for set-up and clearance within this timeframe.

The Residence is available upon separate agreement. The Ambassador – or his replacement – is always host.

Fees and payment

See [List of Charges](#) for price details. No tax is added to the charges. Basic staff support and existing equipment included in the price.

A final invoice will be sent within two weeks after the event. Payment within 30 days after issuing.

Conditions

An Embassy contact person will assist with information and basic practical support before and during the event. Please note that all other event arrangements – for example guest registration and running operation of sound/projection systems during the event - must be provided by the Client.

Special arrangements such as interpretation service, catering and extra equipment must be provided and paid for by the Client.

Embassy staff will be on duty throughout the event in case of problems with facilities or equipment.

Guest parking is limited and subject to separate agreement.

The Embassy does not accept responsibility for damages to or loss of property brought by the Client during an event. The Embassy may seek compensation from the Client in case of significant damage (exceeding expected wear and tear) to Embassy property/interiors.

Bergman Hall/Nobel Auditorium: the Client is responsible for clearing up the facilities after the event, including removal of oversized waste/trash. The kitchen should be left in pre-event condition.



With reference to the Vienna Convention on diplomatic relations, direct sales are generally not allowed on Embassy grounds.

Alcohol should be served in moderation and appropriate to the event.

Booking procedures

Reservations are accepted up to (no earlier than) six months prior to the requested date of event.

Clients will be asked to fill out a Reservation Request outlining the details of the planned event. Event Check-list for Ambassador's Residence for planning events at the Ambassador's Residence will be provided if applicable.

Based on the available event information, Clients will be presented with a Reservation Confirmation/Quotation.

Reservations are preliminary and not considered binding until the booking confirmation form has been signed and returned. The reservation confirmation is signed by both parties. A reservation should be confirmed within one month from a preliminary booking.

No later than one week before an event at the Ambassador's Residence, the Client must indicate the exact number of attending guests. The final invoice will be based on this number.

Cancellations policy

A preliminary reservation can be cancelled at all times by the Embassy or the Client. A Client can cancel a confirmed booking without charge up to two weeks before an event. After this, below charges will apply:

Alfred Nobel Auditorium/Bergman Exhibition Hall

Up to two weeks before event	Free of charge
0-13 days before event	100% of overhead charge

Ambassador's Residence

Up to two weeks before event	Free of charge
13-7 days before event	50% of overhead charge
6-0 days before event	100% of overhead charge + actual costs



Safety requirements

Clients are responsible to ensure that the following safety requirements are followed at all times during an event, including set-up and clearing.

1. Entry control. Client is responsible to ensure that the maximum capacity is not exceeded. Total maximum capacity for the Bergman Exhibition Hall is 200 people; Alfred Nobel Auditorium 100 people; Ambassador's Residence 150 people. A registration desk must be placed close to the main entrance and be manned at all times to check the in- and outflow of guests.

Please note that the Embassy reception, main entrance and gate will be closed during lunchbreak (weekdays 12.30-13.30). During this time Clients need to ensure appropriate entry control.

2. Security Guard. At times when the Embassy office is closed (evenings, weekends and holidays) an Embassy Security Guard is required, at the expense of the Client.
3. Evacuation. Clients need to be informed about evacuation routes in case of emergency. It is the responsibility of the Client to ensure that these routes be kept open at all times, and – with the support of Embassy staff – to inform guests in case of emergency.
4. Guest list. The Client may be asked to submit a guest list in advance.
5. Invitations. Guests must be able to present their invitation card/letter/e-mail (or similar) upon arrival.

Events at the Residence may require tailor-made arrangements for staffing and security. These will be agreed separately.

The Embassy reserves the right to add additional charges if the above Terms and Conditions are not followed.